



Environmental Services Industrial Pretreatment Technician I, II, III

General Information

Classification Code:	TCHSPC
Effective Date:	04/19/2023
Pay Grade:	B22 – B24
FLSA Status:	Non-exempt

Position Summary

The Environmental Services Industrial Pretreatment Technician performs a wide variety of field and technical office work in the industrial pretreatment program. Performs field activities that include sampling and monitoring of environmental parameters, equipment maintenance and troubleshooting, field investigations, and providing public education to ensure adherence to related laws and regulations. Helps to ensure program compliance with local, state, and federal environmental quality regulations, and pollution prevention, recycling, and other environmental management programs. Performs other duties of a similar nature or level.

Classification Characteristics

The Technical Specialist is a paraprofessional classification focused on performing specialized functions and on how to carry out the operations of the process specified by higher level positions. This position has a choice as to how and when operations are carried out, but not as to what operations constitute the process and may include lead responsibilities for lower-level staff. Technical Specialist classification series is differentiated from the Technical Analyst classification as responsibility of the Technical Analyst classification is at a broad professional level.

Technician I – This is the entry level class within the Technical Specialist classification. This level performs basic and routine supportive and technical tasks such as less complex permit writing and compliance. This class is distinguished from the Technician II level by the performance of more basic and/or routine technical skills. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited work experience.

After an employee has been employed at the entry level in a flexibly staffed classification for a period of at least one (1) year, the employee may be advanced to the journey level subject to the following:

- The employee meets the minimum qualifications for the journey level.
- The employee is performing journey level duties at an acceptable level.

Technician II – This is the journey level class within the Technical Specialist classification. This level is distinguished from the Technician I level by the assignment of the full range of duties. This class performs some advance skills involving technical knowledge that requires an understanding of established and defined department or program policies and procedures. This includes more complex permit oversight and report writing. Daily tasks and duties are performed independently under general guidance from a supervisor. *Positions assigned to this classification are flexibly staffed and are normally filled by advancement from the first level. When filled from the outside, they require several years of prior experience in the assigned field.*

Technician III – This is the advanced level within the Technical Specialist classification. This level performs work that requires demonstrated competency, greater independence, responsibility, and technical expertise. Duties require the application of advanced paraprofessional principles and practices with general guidance and direction of a manager or supervisor who is available for consultation regarding prioritization of projects and final decisions. This includes the ability to independently complete technically complex and challenging assignments requiring the use of

Classification Characteristics

judgment and initiative. Represents the City in field situations and provides direction and technical guidance to other technicians and City staff. Employees at this level may provide training and orientation to newly assigned personnel. *Grade progression is dependent on the years of experience/expertise in position or specialization, AND degree of complexity and independence. Positions assigned to this level are flexibly staffed and are normally filled by advancement from the second level.*

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

1	Installs, operates, recovers, and maintains automatic sampling equipment. Uses various standards to calibrate, troubleshoot, and perform minor repairs on field monitoring equipment. Prepares and maintains a variety of records and logs related to maintenance, inspection, and repair of all monitoring equipment.
2	Performs a variety of field tests utilizing specialized equipment including flow and pH meters, multiparameter water quality meters, and automatic sampling equipment to determine industry and commercial business compliance. Identifies sampling sites, determines what pollutants to test for, prepares samples for laboratory analysis, and implements sampling schedules. Follows proper protocols including chain of custody procedures for conducting industrial wastewater sampling, testing, and reading results. May include confined space entries.
3	Examines laboratory results from City industrial wastewater sampling or industry self-monitoring for compliance with applicable federal, state, and local laws, ordinances, standards, and regulations. Tracks water quality compliance and records and summarizes data. Stays abreast of regulatory compliance issues and trends.
4	Collects field data and maintains accurate records of all sampling activities. Develops and maintains various technical reports, documents, forms, and databases. Ensures all data is accurately entered and categorized and that all necessary information concerning sample collection and testing protocols is accurately recorded.
5	Investigates reports of water pollution and wastewater effluent discharges into wastewater system. Traces discharges, participates in identifying water pollutants, and assists in implementing spill containment procedures. Maintains a positive demeanor and delivers customer service in a respectful and patient manner to diverse audiences. Responds to customer service requests, complaints, inquiries, and public information requests.
6	Participates in public education and outreach efforts, pollution prevention, and recycling activities. Prepares guidance and/or training materials to help educate on legal parameters and best practices for compliance with laws and regulations.
7	Participates in the analysis and interpretation of state and federal water quality regulations. Drafts and revises procedures, standards, codes, and ordinances related to the Industrial Pretreatment Program. Works on special projects such as local limit and pretreatment ordinance revision, research on regulations, and documentation of procedures. Participates in writing sampling plans, standard operating procedures (SOP) and analytical reports.
8	Conducts field inspections, identifies compliance violations, recommends response to violations, and writes reports describing findings of inspections and water quality investigations. Prepares enforcement documents for management review and signature. Issues notifications of non-compliance and initiates enforcement actions as needed. Properly documents follow-up inspection activities and conducts meetings with users.
9	Provides information to City staff and the public on the proper disposal of wastewater to the public system. Evaluates non-domestic waste disposal requests. Categorizes businesses and informs them of their requirements.
10	Participates in and/or coordinates industrial wastewater discharge permit processes. Writes and issues clear and concise letters, industrial wastewater discharge permits, enforcement orders, and other correspondence related to the industrial pretreatment program. Determines permit duration and limits on regulated pollutants and submits for review and approval.
11	Participates in the review and analysis of plans of development proposals and construction and remodeling of businesses and industries. Follows up as appropriate to obtain required information and determine compliance with wastewater regulations. Coordinates, communicates, and meets with industrial representatives, regulatory representatives, customers, and other agencies to provide assistance with code

Essential Duties

	interpretations, pretreatment needs, technology, and pollution control plans; assists industry representatives with compliance issues.
12	Assists in development and achievement of goals and objectives for work group. Participates on various teams and committees as assigned.
13	Performs other duties of a similar nature or level.

Functional Specific Responsibilities

N/A

Qualifications

- Minimum Qualifications:**
- **Environmental Services Technician I (B22):** Associate degree or two-year technical certificate and 0-2 years of general experience related to area of assignment.
 - **Environmental Services Technician II (B23):** Associate degree or two-year technical certificate and 3-5 years of progressively responsible experience related to area of assignment.
 - **Environmental Services Technician III (B24):** Associate degree or two-year technical certificate and 5 or more years of progressively responsible experience related to area of assignment.
 - Vaccination for Hepatitis A and Hepatitis B required within 30 days of hire.

- Licensing/Certifications:**
- Valid Oregon Driver’s license at time of appointment.

- Technology Skills:**
- Data base user interface and query software — Database software; Microsoft Access
 - Document management software — Adobe Systems Adobe Acrobat
 - Electronic mail software — Email software; Microsoft Outlook
 - Geographic information system — ESRI ArcGIS software; ESRI ArcInfo; ESRI ArcPad; ESRI ArcView
 - Office suite software — Microsoft Office software
 - Presentation software — Microsoft PowerPoint
 - Project management software — Microsoft Project
 - Spreadsheet software — Microsoft Excel
 - Word processing software — Microsoft Word

- Knowledge Required:**
- **Biology** — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
 - **Chemistry** — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
 - **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
 - **Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
 - **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
 - **Geography** — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.

Qualifications

- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Skills:

- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination — Adjusting actions in relation to others' actions.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Operations Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Persuasion — Persuading others to change their minds or behavior.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Science — Using scientific rules and methods to solve problems.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Speaking — Talking to others to convey information effectively.
- Time Management — Managing one's own time and the time of others.

Abilities:

- Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Far Vision — The ability to see details at a distance.
- Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Visual Color Discrimination — The ability to match or detect differences between colors, including shades of color and brightness.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.

Physical Requirements											
Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)						
	0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL					
Standing			X			0-10 lbs.			X		
Sitting				X		11-20 lbs.			X		
Walking – Even Surface			X			21-50 lbs.	X				
Walking – Uneven Surface			X			51-75 lbs.	X				
Kneeling		X				76-100 lbs.	X				
MOVEMENTS						ENVIRONMENTAL HAZARDS					
Bending/Stooping			X			Indoors		X			
Twisting		X				Outdoors		X			
Crawling	X					Dust		X			
Squatting/Crouching			X			Fumes/Odors/Gasses		X			
Balancing	X					Chemical Agents			X		
Reach – Overhead		X				Biological Agents			X		
Reach – Forward		X				Noise – Low		X			
Reach – Backward	X					Noise – Moderate		X			
Climbing – stairs		X				Noise – High		X			
Climbing - ladder	X					Low Light		X			
USE OF HANDS						Heat			X		
Grasping – whole hand			X			Cold			X		
Grasping – pinch grip			X			Restricted workspace	X				
Fine manipulation/feeling			X			Vibration – whole body	X				
Keyboarding				X		Vibration - extremity	X				
LIFT/CARRY						JOB SPECIFIC					
0-10 lbs.			X			Driving – vehicle/equipment			X		
11-20 lbs.			X			Operate foot controls			X		
21-50 lbs.	X					Seeing					X
51-75 lbs.	X					Talking				X	
76-100 lbs.	X					Hearing				X	
						Extended work hours		X			

Classification History

Created 2012.01
2023.04 – Reformat & revisions by HR

I have reviewed the job description.

Employee: Name _____ **Signature** _____ **Date** _____